

Real Estate Legal Assistant – Sophie Reitano Law Office

You are a motivated and organized individual who enjoys working individually and as part of a team? You have experience in a legal or office setting? We want to meet you! We are recruiting a real estate legal assistant for a one year contract with the possibility of thereafter joining our dynamic and motivated team on a permanent basis.

Here is an overview of the variety of stimulating responsibilities that are waiting for you:

- Supporting lawyers in preparing purchase, sale and refinance files;
- Using problem-solving skills on a daily basis to help lawyers find creative solutions to our client's legal issues;
- Communicating with clients throughout all steps of a file;
- Helping lawyers manage their schedules;
- Determining, documenting and complying with any limitation dates;
- You will have the flexibility of working from the office or home depending on the nature of the files;
- We organize quarterly team building activities;
- We try to close the office early on Fridays whenever possible; and
- We offer group benefits, vacation and paid sick leave.

Does this sound interesting to you? Here is what an ideal candidate looks like:

- Having 1-2 years' experience in a legal setting and assisting in real estate files;
- Organized, resourceful and self-sufficient;
- Experience with the public and customer service;
- Able to manage and prioritize competing demands;
- Knowledge of Word, Excel, Adobe software and knowledge of LawyerDoneDeal, Teraview (would be an asset);
- Previous experience with ESI Law would be ideal;
- An ability to create order in a fast-paced environment;
- Excellent oral and written abilities in both French and English;
- An ability to document knowledge and then share that in a meaningful way; and
- A love of feedback! Both in terms of giving and receiving.

Thank you for your application and we truly value your time; however, only selected candidates will be contacted. All applications will be kept confidential.

We offer competitive compensation based on your years of experience, and we offer generous medical and dental group benefits. Please address your cover letter and CV to Kim Lanthier (kim@reitanolaw.ca) by no later than October 18, 2024.